

Public Notice – Resources Committee Online Public Meeting


A public meeting of the Resources Committee for School District 62 (Sooke) **will be held on March 6, 2024, at 6:00 pm.**

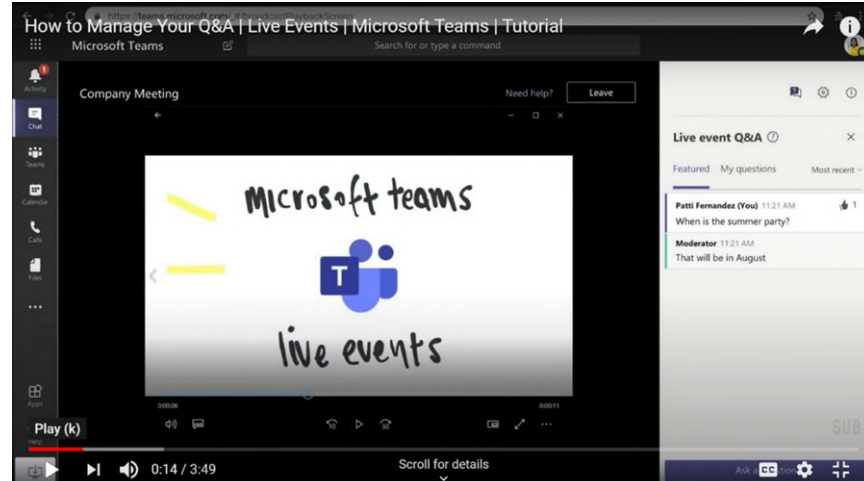
Please note that all Public Board and Committee meetings are now held in person at the District School Board Office, located at 3143 Jacklin Road, Victoria.

To participate in the meeting please click on this link: [**Follow Link**](#)

To guide you, the following is information on how to join a live event in MS Teams.

<https://support.office.com/en-us/article/attend-a-live-event-in-teams-a1c7b989-ebb1-4479-b750-c86c9bc98d84>

- Anyone who has the link can attend the online meeting without logging in to MS Teams.
- Members of the public have the opportunity to ask questions related to agenda items discussed at the meeting:
 - Select the **Q&A**  function on the right side of the screen.
 - When asking a question using the Q&A function, please identify yourself. **Anonymous questions will not be responded to.**
 - A reminder for Stakeholder groups to use the **Q&A** function.
 - Members of the media can direct their questions to the Communications Manager at School District 62 for response following the meeting.



If you have questions regarding the meeting and how to access it that aren't answered in the link above please email info@sd62.bc.ca.



RESOURCES COMMITTEE
School Board Office
March 6, 2024 – 6:00 p.m.

A G E N D A

1. **CALL TO ORDER AND ACKNOWLEDGMENT OF FIRST NATIONS TERRITORIES**
We are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation, and acknowledge the three nations SD62 works with directly in our schools: Scia’new Nation, Coast Salish, and T’Sou-ke Nation; including the West Coast Pacheedaht Nation, Nuu-chah-nulth. (words gifted by the three nations SD62 works with)
2. **REPORT** (page 3)
3. **PRESENTATIONS** (10 min.)
4. **BUSINESS**
 - 4.1 Transportation Student Tracking Pilot Project – Randy Cobb (page 7)
 - 4.2 24/25 Budget Development Process – Harold Cull (page 9)
 - 4.3 Energy Sustainability Update – Mhairi Bennett (page 13)
 - 4.4 Ethical Decision-Making Framework – Harold Cull (page 16)

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the Ethical Decision-Making Framework as presented at the Resources Committee meeting of March 6, 2024.

5. **ADJOURNMENT**
6. **NEXT MEETING DATE:** April 16, 2024



Committee Report of Resources Committee Meeting of February 13, 2024 via MS Teams

Present: Christine Lervold, Trustee (Committee Chair)
Ebony Logins, Trustee (Committee Member)
Russ Chipps, Trustee (Committee Member)
Cendra Beaton, Trustee
Trudy Spiller, Trustee
Paul Block, Superintendent
Harold Cull, Secretary Treasurer
Monica Braniff, Deputy Superintendent
Ed Berlando, STA
Trudy Court, CUPE
Tom Davis, SPEAC
Fred Hibbs, Executive Director, HR
David Lee-Bonar, Assistant Secretary Treasurer
Mhairi Bennett, Director, Facilities
Aaron Foster, Manager, Minor Capital
Sue Grundy, Manager, Executive Operations
Nicole Gestwa, IT
Annette Babcock, IT

1. CALL TO ORDER AND ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORIES

The meeting was called to order at 6:05 pm by the Committee Chair, who acknowledged that we are honoured to be meeting on the traditional territories of the Coast Salish, specifically Esquimalt Nation, Songhees Nation and acknowledge the three nation SD 62 works with directly in our schools; Scia'new Nation, Coast Salish, and T'Sou-ke Nation; including the West Coast Pacheedaht Nation Nuu-chah-nulth. (words gifted by the three Nations SD62 works with)

2. COMMITTEE REPORT

The Board of Education of Sooke School District 62 (Sooke) received the Resources Committee Report dated January 16, 2024, at its Public Board Meeting dated January 23, 2024.

3. PRESENTATIONS

4. BUSINESS



- 4.1 2024/25 District and School Fees: - Monica Braniff
- a) SD62 ADULT Learning Fee Schedule
 - b) Secondary Schools District Fee Schedule for 2024/25
 - c) Middle Schools District Fee Schedule for 2024/25
 - d) Transportation Fees for 2024/25
 - e) International Program Fees for 2025/26

Staff provided an overview of the fees for the 2024/25 school year and the international program fees for the 2025/26 school year. The Committee discussed the fees for elective courses such as culinary arts and woodshop as well as some of the comparable districts' international fees.

The Committee supported the following motion going to the Board for consideration.

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the District and School Fees for the 2024/2025 and the International Program Fees for 2025/2026 school year as presented at the Resources Committee meeting of February 13, 2024.

- 4.2 Strategic Planning Renewal Process – Sue Grundy/Harold Cull
- The current SD 62 Strategic Plan expires in 2025. Phase 1 of the three-phase renewal process is now complete. The Community Survey that was conducted determined that most people think that the existing Vision, Mission, and Values statement is still relevant. The Committee discussed the importance of health, safety and wellness for students and staff and also discussed the statistical significance of the over 1,700 responses to the stakeholder survey giving the Committee assurance that the responses are reflective of our stakeholder population.

The Committee supported the following motion going to the Board for consideration.

Recommended Motion: That the Board of Education of School District 62 (Sooke) receive the Environmental Scan report as part of the Strategic Planning Renewal Process as presented at the Resources Committee meeting of February 13, 2024.

- 4.3 23/24 Q2 Minor Capital Update – Aaron Foster
- Staff provided an update to the Resources Committee on the Minor Capital and Annual Facilities Grant (AFG) Projects. The majority of the AFG projects are complete, in addition to the Phase 3 HVAC Upgrade to Spencer Middle School, the Building Envelope



Replacement Project at Hans Helgesen Elementary School and the Playground Enhancement Project at Dunsmuir Middle School. The Superintendent reminded the Committee that the majority of these projects are completed by District staff and he thanked them for the quality and amount of work completed.

4.4 23/24 Amended Budget – David Lee-Bonar

The Amended Annual Budget must be prepared, adopted and the bylaw submitted by February 29, 2024. Staff provided an overview of the updated financial plan to the Resources Committee. The Amended Annual Budget Bylaw amount of \$214,947,988 is an increase of \$8,980,517 from the Annual Budget bylaw amount of \$205,967,471 approved by the Board on May 23, 2023. The Committee discussed the need to ensure resources are provided in front of students while at the same time ensuring the necessary system supports are in place to ensure the effective and efficient delivery of our services.

The Committee supported the following motion going to the Board for consideration.

Recommended Motion: That the Board of Education of School District #62 (Sooke) give first, second, and third readings to the 23/24 Amended Annual Budget Bylaw specifying a total budget of \$214,947,988.

4.5 23/24 Q2 Financial Forecast – David Lee-Bonar

Staff indicated that there is a forecasted pressure of \$249,821 from the Amended Budget presently. This would reduce the reserve to \$1,602,940 at the end of the school year. The Q2 forecast may understate the actual reserve, staff will continue to monitor the District's revenues and expenditures and will provide a Q3 update in May. The collective agreement increases were discussed and how these negotiated increases will impact future budgets.

4.6 24/25 Budget Development Update – Harold Cull

The budget development process for the 24/25 fiscal year has begun. An initial estimate of enrolment and potential pressures have been provided to start discussions at the Resources Committee, including potential mitigation strategies. The first reading of the annual budget bylaw is expected to occur on April 23, 2024. The Committee discussed the anticipated pressures facing the District in the 24/25 school year and also the future pressures as we open new schools in September 2025.

With a project accumulated surplus of less than 1% and without funding set aside for space needs in September 2025, the Committee discussed the importance of exploring structural mitigation strategies to address the current and future pressures. These



strategies may include staffing, transportation and other Department budgets with the goal of minimizing impacts on the system.

The Committee supported the following motion going to the Board for consideration.

Recommended Motion: That the Board of Education of School District 62 (Sooke) direct staff to bring back transportation fee models for consideration during the 24/25 budget development process.

5 **ADJOURNMENT AND NEXT MEETING DATE:** March 6, 2024





Committee Info Note Resource Committee Meeting

March 6, 2024

Agenda Item: 4.1 Transportation Student Tracking Pilot Project

Background

- As discussed at the September Committee meeting, staff are preparing for a transportation student tracking pilot project for May of this year
- The pilot project will be conducted in the Milnes Landing family of schools where approximately 25% of our riders reside and the limited number of schools will allow for a manageable test of the system
- The structure of routes in the Belmont and Royal Bay families are a little more complex given the number of out of catchment riders
- The [tracking component is an add on to the existing Traversa operating system](#) that the District has used over the last several years
- In the opinion of staff and as previously discussed, the reliability and functionality of the Traversa system has significantly improved allowing consideration to be given to expand into student tracking
- The intent is to learn from the pilot project prior to implementing a District wide program starting in September 2024

Pilot Project Details

- The pilot project will consist of adding tablets to each bus that will track students when they enter and leave the bus through a swipe card
- This information will then be linked to a communications app that will allow parents and dispatch staff to determine if students are on the bus, how close the bus is to their stop and the expected arrival time of the bus at a certain location

- Log on controls will be in place to ensure only approved parents/guardians will have access to their student's information
- The system will also provide turn by turn instructions that will greatly aid replacement drivers
- There will be functionality of the system that will not be utilized by the District including the time sheet component of the system as it will not be automated with Atrieve
- From a privacy perspective, this information is currently housed in the existing Traversa system that is retained in Canada and the appropriate safeguards are in place, per the completed Privacy Impact Assessment (PIA)
- At the meeting, staff will play a short video that will outline some of the key features to the system
- Some of the operational details (types of swipe cards, functionality of the app, etc.) are still to be determined and the pilot project will assist in the further definition of project scope

On-Board Guidance and Navigation

Tyler Drive™ provides drivers with turn-by-turn directions to each stop on their route — not just from the bus garage to the school. You can also manage student ridership, employee timekeeping, and pre- and post-trip vehicle inspections. Our solution is available on a semi-rugged tablet mounted on your school bus console.



Enhance safety



Increase efficiency



Improve communication



Provide oversight

Prepared by: Randy Cobb, Manager, Transportation

Committee Info Note

Resource Committee Meeting

March 6, 2024

Agenda Item: 4.2 24/25 Budget Development Process

Background

- The budget development process for the 24/25 school year continues
- Staff will lead the Committee through a budget presentation at the meeting with the following path:
 - 1) Budget Pressures – summary of anticipated budget pressures facing the District
 - 2) Mitigation Strategies – potential options being considered to address budget pressures

Budget Pressures

- Based on the latest enrolment and anticipated costs, staff are estimating a budget pressure of between **\$1.424 m and \$2.442 m** as highlighted below

School District #Six Two				
24/25 Budget Development				
High Level Model of Costs & Pressures				
Gross Revenue - based on 13,065				2,331,472
Non-discretionary Costs	Direct Teacher Staffing		981,366	
	Benefit Increases		1,300,000	
	Utilities		575,000	
	Increments		900,000	3,756,366
Net Revenue				(1,424,894)
Discretionary Pressures	Program Review		460,000	
	Inflation Support		367,000	
	Ratio Increases		190,000	1,017,000
Residual Balance				(2,441,894)
Potential Mitigation Strategies:	Transportation Fees		?	
	Transportation Service Reductions		?	
	Staffing Levels		?	
Ending Balance				(2,441,894)

- this budget pressure is based on an estimated enrolment of 13,065 students as identified at last month's committee meeting

Mitigation Strategies

- As discussed at the February Resources meeting, staff are looking at several mitigation strategies to reduce the estimated budget pressures noted above
- These strategies include:
 - 1) Incremental revenue options;
 - 2) Transportation fees and/or service reductions;
 - 3) Discretionary pressures; and
 - 4) Staffing reductions
- Staff are currently identifying and then assessing each option using a multi-faceted set of factors including impacts on:
 - Strategic Plan
 - Students
 - Staff
 - Stakeholders/Partners
 - Political
- These mitigation strategies will be presented to the Committee and the Board in April during the budget deliberation phase of the process

Prepared By: Harold Cull, Secretary-Treasurer

Questions

SD 57 (Okanagan Skaha) – 3rd March 2022:

Do any districts charge a registration fee for bussing to cover administrative costs? If so, what do you charge and what does that cover (admin time, bus passes, etc.)?

SD 93 (Conseil scolaire francophone) – 14th June 2022:

1. Do you charge an admin fee for school bus registration - if so how much ? and/or 2. Do you charge for school bus service ?

Answers

1. Free, no charge.
 - SD10 (Arrow Lakes)
 - SD23 (Central Okanagan)
 - SD36 (Surrey)
 - SD38 (Richmond)
 - SD39 (Vancouver)
 - SD51 (Boundary)
 - SD58 (Nicola-Similkameen)
 - SD59 (Peace River South)
 - SD61 (Greater Victoria)
 - SD63 (Saanich)
 - SD68 (Nanaimo-Ladysmith)
 - SD73 (Kamloops-Thompson)
 - SD83 (North Okanagan-Shuswap)
 - SD85 (Port Hardy)

2. Here is SD22's Fee Structure:
 - Registration Fee (Non-refundable and payable upon registration) Registration fee for all riders: \$35
 - Rider Fee
 - Eligible Ride (Catchment area school): \$75
 - Eligible Ride (Approved Program of Choice): \$275
 - Courtesy Ride (In Catchment): \$175
 - Courtesy Ride (Out of Catchment): \$275

 - Should the rider need a second route, the same fee will apply for the second route. Should the rider's second address be located on the same run as the first address, only one rider fee will apply.

 - Part Time Riders
 - One-Way Ride: 50% of Rider Fee
 - One-Semester Ride: 100% of Rider Fee

 - Family Ridership (per number of children registered)
 - First Child 100% of Registration Fee and Rider Fee
 - Second Child 100% of Registration Fee and Rider Fee
 - Third + Child 100% of Registration Fee per Child
 - **SD22 (Vernon)**

3. No registration fees for SD28 students. We do charge a fee of \$30/month for private school students who ride our buses to cover administrative costs and bus passes.
 - **SD28 (Quesnel)**

4. SD62 has what is called a \$25 safety fee which is meant to go towards improving safety on buses.
 - **SD62 (Sooke)**

5. We do not charge an Admin fee for Bus registration
No Charge for School Bus service unless they attend a private school within the district.
 - **SD59 (Peace River South)**
6. SD67 is implementing a new \$25 registration fee for the 2022-2023 school year.
We do not charge for bus service.
 - **SD67 (Okanagan-Skaha)**

7. SD33's Fee structure:

The District will charge an annual Registration Fee to help support the costs of continuing service and safety enhancements. This fee is \$25 per rider.

Fees are waived for Regular Eligible Riders (registration still required). This fee schedule applies to Courtesy Riders only.

- Courtesy Rider (per student) \$270.00
- Courtesy Rider (2 or more students per family) \$540.00

These rates will be adjusted annually based on the Canadian Consumer Price Index (CPI). Half rates will not be considered for one-way trips or partial weeks, nor does this fee include a bus ride home due to early closure for students living out of catchment area.

Please print a copy of the "Approved Bussing Information" email as a temporary pass until the student receives their actual pass.

ELIGIBILITY:

1. Regular riders: There are four (4) categories of students entitled to bussing. An annual registration fee will apply for all riders.
 - a) Rural riders: are students whose primary residence is beyond the walk limits and outside the no ride zone of his/her catchment area school. The School Locator may be used to determine walking distances to the catchment area school.
 - b) Overflow/alternate school riders: are students who are asked to attend a school outside his/her catchment area due to lack of space (overflow) or students assigned to a District Alternate Program. Walk limits apply. Schools are to coordinate with Transportation prior to assigning a student to a new school or program to ensure availability of bussing.
 - c) Students with special needs riders: are students who are unable to walk to and from school due to physical or mental disabilities. Approval from Student Services is required, administrative regulation 710.3 refers.
 - d) Special program riders: are students attending special programs approved by the School Board such as special reading programs or drug and alcohol referrals. Bussing may be provided based upon availability of seating on an existing bus route. Walk limits apply.
2. Courtesy riders: There are two (2) categories of students eligible for courtesy bussing. Bussing may be provided based upon availability of seating on an existing bus route. Busses will not be re-routed and no additional stops will be added. Authorization for courtesy riders will only be considered once regular riders have been accommodated. Services to courtesy riders may be discontinued at any time should additional regular riders require bus transportation. Fees apply to Courtesy riders.
 - a) Conditional riders: are students living outside the walk limits but within the no ride zone and attending their catchment area school.
 - b) School of choice riders: are students attending a school other than their catchment school by choice (including French Immersion and International Student Program).

Termination of courtesy ridership – The Board of Education reserves the right to terminate courtesy bussing for students at any time. Should this occur, the Manager of Transportation will provide written notification with a minimum of one week advanced notice.

- **SD33 (Chilliwack)**



Committee Info Note

Resource Committee Meeting

March 6, 2024

Agenda Item: 4.3 Energy Sustainability Update

Background

- In 2021, the District completed an Energy and Sustainability Plan focused on enhancing SD62's culture of environmental practices for a strong and sustainable future, as well as maximizing savings through an Energy Management Model
- The District has two major drivers of emissions; building and vehicles

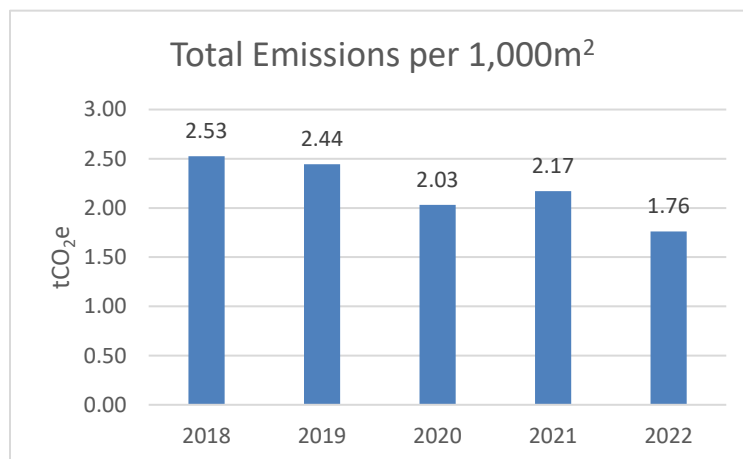
Buildings

- This plan identified Spencer Middle School, John Muir Elementary and Willway Elementary (among others) as good candidates for mechanical HVAC upgrade projects, as they showed high post retrofit projected emission reductions
- In 2022, through a BC Hydro grant opportunity, the District performed 'BC Hydro Energy Studies,' for the 3 schools listed above, these studies lead the way to project design/development
- In 2022, the District completed the second phase of a significant mechanical HVAC upgrade at Spencer Middle School as well as a started the first phase of a multi phased energy systems upgrade project at John Muir Elementary
- In 2023, the District completed the last phase of the mechanical HVAC upgrade at Spencer Middle School and continued the multi phased energy systems upgrade project at John Muir Elementary
- In 2022 we opened PEXSISEN Elementary and Centre Mountain Lellum Middle Schools; which are designed to meet LEED Gold and use both geothermal heating and photovoltaics (solar panels), these schools were supported under the Ministry's Green House Gas (GHG) reduction incentive and provide exceptional energy efficiencies as this was prioritized during design

Vehicles

- The District prioritizes the procurement of new Electric Vehicle (EV) buses, and in 2021 received their first 2 EV buses, one as a replacement bus and one to support a growth generated new route
- In 2022 and 2023 the District added one new EV bus for growth and replaced three diesel buses with new EV buses
- We are currently awaiting seven new EV buses for the 2024 year, one as a diesel replacement, three generated by growth and three to support better accessible transportation options
- Since 2021 the District has also prioritized EV replacement options for the maintenance fleet, this includes two of the three vehicle replacements being the EV option

Emissions Reduction



*Data from
annual
Provincial
Climate
Change
Accountability
Report*

Recommended Path Moving Forward

- Explore options for District Energy Management funding support (including BC Hydro's Shared Energy Coach program and BC Hydro's Full-time Energy Manager program)

Buildings

- Select 3 more schools from the Energy and Sustainability plan which illustrate opportunities for significant post retrofit emission reductions
- Apply for BC Hydro grant funding to support Energy Studies at these locations
- Plan Energy System upgrade project scopes for all 3 sites and determine funding resources (i.e. annual School Enhancement Program (SEP), annual Carbon Neutral Capital Program (CNCP), Annual Facility Grant (AFG), operating, grant opportunities, others) and phasing plan

- Continue to prioritize GHG reduction in new building designs by incorporating electrified systems where possible as well as working with design teams on new technology options for innovative long-term efficient solutions

Vehicles

- Continue to prioritize EV for new and replacement buses
- Explore carbon offset options for transportation generated offsets
- Plan for 30% EV replacement for maintenance fleet to align with CleanBC 2030 targets

Buildings & Vehicles

- Complete Energy Systems upgrade roadmap to 2030, including both projected annual GHG reductions as well as actual GHG reductions post completion

		Carbon Neutral Capital Program (CNCP)	School Enhancement (SEP)	Building Envelope Program (BEP)	Bus Acquisition Program (BUS)	Total
2021/2022	Project	David Cameron Elementary Energy Systems Upgrade Boiler Replacement	Spencer Middle School HVAC Upgrades Phase 1	Hans Helgesen Elementary Roof and Envelope Replacement	New C76	
	Project Funding	\$ 350,000	\$ 1,000,000	\$ 3,300,000	\$ 142,000	\$ 4,792,000
	Actual GHG Reduction					
2022/2023	Project	John Muir Elementary Energy Systems Upgrade Phase 1	Spencer Middle School HVAC Upgrades Phase 2	N/A		
	Project Funding	\$ 350,000				\$ 350,000
	Projected GHG Reduction					
2023/2024	Project	John Muir Elementary Energy Systems Upgrade Phase 2	Spencer Middle School HVAC Upgrades Phase 3	N/A		
	Project Funding	\$ 500,000				
	Projected GHG Reduction					
2024/2025	Project	John Muir Elementary Energy Systems Upgrade Phase 3	Willway Elementary Energy Systems Upgrade Phase 1			
	Project Funding					
	Projected GHG Reduction					
2025/2026	Project					
	Project Funding					
	Projected GHG Reduction					
2026/2027	Project					
	Project Funding					
	Projected GHG Reduction					
2027/2028	Project					
	Project Funding					
	Projected GHG Reduction					
2028/2029	Project					
	Project Funding					
	Projected GHG Reduction					

Prepared by: Mhairi Bennett, Director, Facilities

Committee Info Note

Resources Committee Meeting

March 6, 2024

Agenda Item: 4.4 Ethical Decision-Making Framework

Background

- As a follow up to the Committee's discussion at their November 14, 2023 meeting, staff presented a draft Ethical Decision-Making Framework for the Committee's consideration
- It was discussed that the District's standard decision-making process would be used, complemented and expanded to take into consideration **any ethical issues** that may be impacted by the decision being made
- The framework is intended to be used on a regular basis to ensure Board and staff decisions are made through an ethical lens and grounded in the District's eight Values (noted below) as well as:
 - Environmental sustainability;
 - Systematic racism; and
 - Truth and Reconciliation Commission's Calls to Action



- Partner groups were asked to discuss the draft framework with their Executives and to provide any further feedback to staff by the end of January
- To date, no further feedback was provided and therefore staff are recommending the Board consider accepting the framework as outlined, through Committee, in November

Proposed Ethical Decision-Making Framework

- Based on the information provided at the November 14, 2023 Committee meeting, staff recommend that the Board consider adopting the following six step framework while making District wide decisions:
 - 1) Collect relevant information and clearly identify the problem to be addressed – **what is the problem?**
 - 2) Identify the relevant partners/stakeholders – **who is impacted and/or should be involved in the decision making?**
 - 3) Identify feasible options and potential consequences – **what are the options and impacts associated with each option?**
 - 4) Assess each option from a District values and identified ethics perspective – **what are the relevant values and ethics that will guide the decision-making process?**
 - 5) Select the option that best provides a solution to the problem identified in Step 1 using the values and ethical lens identified in Step 4 – **what is the best option, all things considered?**
 - 6) Confirm/announce decision and take action – **what needs to be done and who needs to know about the decision?**

Recommended Motion: That the Board of Education of School District 62 (Sooke) approve the Ethical Decision-Making Framework as presented at the Resources Committee meeting of March 6, 2024.

Prepared By: Harold Cull, Secretary-Treasurer